



Field Test Administration
Fall 2004

Welcome

MWAC ELP Field Test
Administration
Agenda

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 - Who is MWAC?
 - What are the purpose and goals of this project?

- **Field Test Administration Overview**
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Purpose of the MWAC ELP Project

- This is an assessment development project funded primarily by the U.S. Dept. of Education, Enhanced Assessment Instruments Competitive Grant Program: Feb. 2003 – Dec. 2004
- The purpose is to meet the NCLB requirements for measuring English language proficiency of English language learners.

Goal of the MWAC ELP Project

- The goal is to measure both academic and social language skills in a four modality design: Reading, Writing, Listening and Speaking.
- Note: Student scores can be reported for each modality, as well as for Reading Comprehension.

Schedule of Major Events

- ELD Standards Development 2002-2003
- Item Writing Summer-Fall 2003
- Pilot Test Spring 2004
- **Field Test** **Fall 2004**
- Standard Setting Fall 2004
- Tests Delivered to States Winter 2004/2005

Field Test Administration Overview

Important Field Test Dates

- September 6-10th: Field test materials arrive
- September 20-29th: Test Administration window
- October 1st: All materials must be returned to Measured Progress on or before this date
 - **Feel free to test as early in the window as possible.**

Students to be Tested

English Language Learners

- In order to ensure results are valid and reflect the population that will be tested, please be sure that students who participate in the field test span all ELP levels in a way that is proportionate to the ELP distribution in your district.

Native English Speakers

- Inclusion of Native English Speakers
 - 5 ELP students, test 2 native speakers
 - 10 ELP students, test 4 native speakers
- Native speakers must be randomly selected from among all native speakers in the grade span.

Accommodated Students

- Students already chosen
 - Students may be allowed accommodations that do not alter the construct being measured. These include:
 - visual or auditory devices
 - scribes
 - modified administration
 - Braille or large-print materials, but the state would be responsible for providing these formats.
- Students not yet chosen

Receiving Materials

Field Test Coordinators

- Field Test materials will be sent to the districts.
- Materials will be packed by grade span to be distributed to schools and teachers.

Delivery Verification



Mountain West
DELIVERY VERIFICATION

Delivery Verification

Please complete this form upon receipt of the new materials from Mountain West and fax to the attention of Mountain West.

Name: _____

School/District Name: _____

State: _____

Delivery Address: _____

City: _____

Check one: ☐ School Request ☐ District Request

Did the number of materials shipped from Mountain West match the number indicated on your purchase order?

☐ Yes ☐ No

If no, please explain:

Date materials received: _____

If you need additional materials or have any questions regarding the status of these materials, please contact Mountain West at 1-800-441-4444 ext. 123 or info@mountainwest.org

For this form to be:
Delivered, Valid, Program, Accepted
Mountain West
P.O. Box 10000, Fort Collins, CO 80521-1000

Delivery Verification

- Please review the *Material Summary* in your shipment to ensure that you have received all of the testing materials.
- Then complete and fax the *Delivery Verification Form* or email **Deborah Webb** at dwebb@measuredprogress.org
- If you find you are missing any materials or need additional materials, please call Deborah at 1.800.431.8901 ext. 2170.

Field Test Shipment

- Each shipment should include the following items:
 - **Delivery Verification Form** (1 per grade span)
 - **Material Summary** (1 per grade span)
 - **Shipment Memo**
 - **Teacher Memo** (1 per Examiner Manual)
 - **Return Service Instructions**
 - **UPS RS labels**
 - **Examiner Manual, Student Test Booklets, answer sheets and locator tests**
 - **Envelope for returning used answer sheets and locator tests**

- Each box from Measured Progress carries a preprinted barcode label identifying the materials for each site.
- The information on the label will expedite the tracking of returned materials, so please do not remove, destroy, or deface the label.
- **Save the box(es) and the packing material** in which test materials were shipped so that they can be used for returning test materials to Measured Progress when testing is finished.

Field Test Examiners

Field Test Administration

- Once you have received your materials, please read the Examiner Manual thoroughly.
- Administration times differ based on the grade span and modality you are testing.

MWAC ELP Field Test Design

	Reading	Writing	Listening	Speaking
K-1		Writing Checklist		
1-2				
3-5				
6-8				
9-12				

Individually Administered
Group Administered

General Field Test Information

- Reading, Writing & Listening:
 - Administration will take approximately **45 - 60 minutes**
- Speaking:
 - Administration will take approximately **30 - 45 minutes PER STUDENT**

- Types of Questions:
 - Multiple choice (early grades selected response)
 - Constructed response
 - Teacher checklist for K-1 Writing
 - Passage-driven questions in Reading
- Each field test begins with easier questions and progressively becomes more difficult.
- The Listening test will require a CD player

Field Test Materials

- Field test materials include:
 - Examiner Manual
 - Student Test Booklet
 - Answer Sheets (w/demographic information required)
 - Locator Tests (w/ demographic information required)

Locator Test (Front)

The form is titled 'Locator Test (Front)' and includes a header with the MWAC logo. It contains sections for 'Student Information' (Name, Address, Phone, Email) and 'Examiner Information' (Name, Title, Date). Below these is a large grid for recording scores, with columns for 'Reading', 'Writing', 'Listening', and 'Speaking'. The grid is divided into sections for 'K-12' and 'Adult' students.

It is important that the demographic information be completed on this form.

Locator Test (Back)

The form is titled 'Locator Test (Back)' and includes a header with the MWAC logo. It contains sections for 'Examiner Instructions' and 'Examiner Information'. Below these is a large grid for recording scores, with columns for 'Reading', 'Writing', 'Listening', and 'Speaking'. The grid is divided into sections for 'K-12' and 'Adult' students.

Examiner completes one Locator Test for each student, the student does not need to be present.

MWAC ELP Operational Test Design

	Reading	Writing	Listening	Speaking
K-1		Writing Checklist		
1-2	A	A		
	B	B		
3-5	A	A		
	B	B		
6-8	A	A		
	B	B		
9-12	A	A		
	B	B		

Individually Administered

Group Administered

Step-by-Step for Grade Span K-1

- Reading:
 - Individual administration, using scripted Examiner Manual
 - Examiner records each student's answers on a separate answer sheet
- Writing:
 - Writing Checklist for each student
(students need not be present)

- Listening:
 - Individual administration, using scripted Examiner Manual, using Listening CD
 - Examiner records each student's answers on a separate answer sheet
- Speaking:
 - Individual administration, using scripted Examiner Manual, **student's answers scored on-the-spot**
 - Examiner records each student's answers on a separate answer sheet

Step-by-Step for Grade Span 1-2

- Locator Test:
 - Examiner/teacher completes one Locator Test for every participating student
(students need not be present)
- Reading:
 - Small group administration, using scripted Examiner Manual
 - Student responds in test booklet
- Writing:
 - Small group administration, using scripted Examiner Manual
 - Student responds in test booklet

- Listening:
 - Small group administration, using Examiner Manual and Listening CD
 - Student responds in test booklet
- Speaking:
 - Individual administration, using scripted Examiner Manual, **student's answers scored on-the-spot**
 - Examiner records each student's answers on a separate answer sheet

Step-by-Step for Grade Spans 3-5, 6-8, and 9-12

- Locator Test:
 - Examiner/teacher completes one Locator Test for every participating student (**students need not be present**)
- Reading:
 - Group administration, using scripted Examiner Manual
 - Student responds on separate answer sheet
- Writing:
 - Group administration, using scripted Examiner Manual
 - Student responds on separate answer sheet

- Listening:
 - Group administration, using Examiner Manual and Listening CD
 - Student responds on separate answer sheet
- Speaking:
 - Individual administration, **student's answers scored on-the-spot**
 - Examiner records each student's answers on a separate answer sheet

Returning Field Test Materials

Examiner Responsibilities

- Ensure demographic information is complete for both student's answer sheet and locator test
- Collect all testing materials
- Return testing materials to the Field Test Coordinator

Field Test Coordinator Responsibilities

- Used answer sheets and locator tests are to be placed in the appropriate envelopes.
- Materials must be returned to Measured Progress using the same boxes the materials arrived in.
- The barcode label on each box must be intact and not covered by any other labels or tape.
- If the barcode label is missing or the box can not be used, please write the school name, your district name, and return address on the box.

Return Shipment

- Be sure to follow the UPS return service instructions for testing materials.
- Boxes should be picked up on or before October 1st, in order to be returned to Measured Progress in time for scoring.
- Please return materials as early as possible!

Q & A

Contact Us

- Michigan Department of Education
 - Marilyn Roberts
robertsm@michigan.gov
- Measured Progress
 - For administration questions, contact:
Ginger Mathews, Program Manager
1.800.431.9102, ext. 2137
gmathews@measuredprogress.org
 - For additional materials or shipping questions, contact
Deborah Webb, Program Assistant
1.800.431.9102, ext. 2170
dwebb@measuredprogress.org
